

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1207

TITLE: MANAGEMENT & BUDGET COORDINATOR

GRADE: S-33

DEFINITION:

Under the general direction of the Director and Deputy Director of Management and Budget, coordinates one of four critical areas within the Department of Management and Budget: Revenue and Legislative Analysis, Capital Improvement Program (CIP) and Capital Budgets, overall Operating Budget Services, or planning and implementation of integrated systems and services for corporate financial, budget, purchasing and personnel; supervises a team of senior professionals responsible for County budget development and advanced technical and policy analysis; ensures compliance with federal, state and local legal requirements in consultation with the Office of the County Attorney relative to changing tax rates, operating and capital budgets, and budget development and presentation; and performs other work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Management and Budget Coordinator is distinguished from the Budget Analyst IV in that the Budget Analyst IV serves as team lead over a group of Budget Analysts, overseeing the technical work of preparing, reviewing and presenting the County budget while the Management and Budget Coordinator oversees one of four critical areas within the Department of Management and Budget.

The Management and Budget Coordinator is distinguished from the Deputy Director, Management and Budget in that the Deputy Director assists the Director of Management and Budget in all aspects of formulation and administration of the County's budget process while the Management and Budget Coordinator oversees one of four critical areas within the Department of Management and Budget.

ILLUSTRATIVE DUTIES:

Serves as senior advisor on matters of policy and process to County Executive, Deputy County Executives and Director of Management and Budget;

Supervises a team of senior level professionals performing advanced technical analysis and making decisions about County policies;

Ensures compliance with all legal requirements in consultation with the Office of the County Attorney relative to notice of changes to the tax rate, operating and capital budget, presentation of budgetary data and processes for budget development;

Directs ongoing process improvement initiatives within the County relative to budget development and monitoring;

Makes presentations to the Board of Supervisors, citizen groups, provides responses to citizens and press inquiries;

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Serves as countywide lead responding to issues of critical importance concerning revenue projections by coordinating the responses of revenue staff in agencies from across the county;

Serves as the liaison with revenue coordinators and senior management in other localities throughout the Commonwealth;

Coordinates review of all legislative actions at state and federal level relative to budget impact on the County;

Works with the County's Legislative Liaison and staff of county agencies and departments to meet deadlines of response to the Board of Supervisors and the state and federal delegations representing the County;

Coordinates capital planning efforts undertaken by agencies and departments Countywide; Develops process for multi-year capital planning efforts including review and decision making by senior County staff, the Planning Commission and ultimately the Board of Supervisors;

Coordinates budget estimates and data presentation by all County agencies and Fairfax County Public Schools to ensure policy decisions by the Board of Supervisors and Senior Management have been met;

Ensures necessary technical staff and applications are developed and maintained to meet the agency mission and provide countywide access to process and data.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Advanced knowledge of the principles, theories, and practices of public administration, particularly regarding governmental budget and finance administration;

Advanced knowledge of federal, state and County laws, ordinances, rules and regulations governing all aspects of budget management;

Advanced knowledge of County organization, policy, procedures and practices, particularly regarding the budget cycle and budget development and monitoring;

Knowledge of best practice regarding municipal budgeting;

Knowledge of the County's mission, goals, objectives and organizational structure;

Knowledge of systems management and process improvement;

Knowledge of corporate systems and processes;

Ability to oversee research and analysis of facts, findings and recommendations;

Ability to coordinate development of recommendations, reports, studies and presentations;

Ability to effectively supervise and develop professional and administrative staff;

Ability to communicate effectively verbally and in writing;

Ability to work effectively across organizational boundaries;

Ability to develop and maintain effective working relationships;

Ability to build a cohesive team by promoting commitment, fostering strong relationships between team member, facilitating common understanding, using strengths of team members, and valuing all members' contributions;

Ability to facilitate open communication among team members, stakeholders, and customer groups;

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Ability to manager competing interests among individuals or groups to eliminate barriers to building partnerships;

Ability to formulate goals, objectives, schedules, and priorities for activities that support the accomplishment of projects and programs;

Ability to facilitate constructive expression and resolution of individual and group confrontations and disagreements;

Ability to identify and recommend solutions to solve complex business issues;

Ability to evaluate the benefits, costs, and overall impact to the budget of various proposals and solutions;

Ability to manage complex financial studies;

Ability to set priorities and manage changing requirements for self and others.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with either a bachelor's degree in public administration, business administration, economics, public policy, or a related field of study; OR Graduation from an accredited four-year college or university with course work in public administration, public policy, economics or quantitative analysis; PLUS

Six years of increasingly responsible work in budget preparation or closely-related analysis work such as revenue analysis, organizational performance measurement analysis, or fiscal legislative analysis.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Positions in this class with fiscal responsibility may be subject to criminal history records checks and/or credit checks as a condition of hire or continued employment.

REVISED: May 30, 2007
ESTABLISHED: May 4, 2007